



**Town of Arlington, Massachusetts**  
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## **Policies and Procedures Minutes 06/1/2011**

APPROVED Minutes

**Arlington School Committee**  
**Policies and Procedures Subcommittee**

*June 1, 2011*

The meeting was called to order by Judson Pierce, Chair, at 8:03a.m.

**In attendance:**

School Committee Members: Judson Pierce, Joseph Curro, Jeffrey Thielman, William Hayner, Superintendent Dr. Kathleen Bodie, Chief Financial Officer Diane Fiske Johnson(left the meeting at 8:30am)

**Mr. Thielman made a MOTION to Approve Minutes of the Policies and Procedures Subcommittee Meeting of May 3, 2011, Seconded by Mr. Curro. APPROVED UNANIMOUSLY.**

**Public Participation:**

None.

**Revisions to Policy DBJ-Budget Transfer Authority:**

Discussion about combining OMS and AHS into "Secondary" and merging Curriculum and Instruction with Administration. Ms. Johnson noted that grants are not part of the budget, they stand alone and there should be a formal acceptance of the grants by the School Committee. **Mr. Curro made a MOTION that The Subcommittee will recommend to the full School Committee a First Reading revision of DBJ on June 14, 2011. Second by Mr. Thielman. Unanimous approval.**

**Revisions to Policy CBI and CBI-E-Superintendent Evaluation and Evaluation Instrument:**

Discussion that this should be conducted at the end of the school year such as by June 30<sup>th</sup> or after the fiscal year concludes such as the end of July with a report out in regular session in one of the first meetings in September or October. Mr. Curro noted his experience of private sector reviews which are done one month after the close of the fiscal year. Dr. Bodie noted that in Winchester the evaluation is conducted in the late Spring, in a narrative format and that it seeks to address whether the district's goals were accomplished and whether the Superintendent's goals were met. Dr. Bodie added that it is important to discuss goals at the beginning of the school year. Mr. Curro recommended re-examining File BDFA regarding district goals. Mr. Hayner recommended examining East Longmeadow's Superintendent Evaluation policy and procedure which is a one year process. Mr. Curro suggested it be a 3 step approach: 1) results of the previous year's goals 2) the evaluation and 3) goal setting for the following school year.

**MOTION made by Mr. Curro that our Subcommittee make the suggested revisions to CBI and continue to discuss revisions to CBI-E at our next Subcommittee meeting. SECONDED by Mr. Thielman. The MOTION PASSED UNANIMOUSLY.**

Time and date of next meeting, Monday June 6, 2011 from 7:30am-8:30am.

**Motion to adjourn was made by Mr. Pierce at 9:03am, seconded by Mr. Curro and was PASSED UNANIMOUSLY.**

